

BOOKBINDER SENIOR

3863N1
Pay Grade: "See Index"

DEFINITION OF WORK

Summary

This is skilled work performing as a journeyman bookbinder. An incumbent in this class performs skilled work for binding books and other materials. The work may involve directing lower level bookbinders. Duties are performed under the general supervision of a foreman.

EXAMPLES OF WORK PERFORMED

Directs and participates in operating cutting, folding, stripping, sewing, collating, casing-in and gathering machines.

Directs and participates in operating book presses, embossers and other bindery equipment.

Performs all highly skilled hand bindery work.

Glues on backs of books for distribution.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge

*Knowledge of the standard practices, materials, processes, and equipment of the trade.

*Knowledge of the occupational hazards and safety precautions of the trade.

Abilities

*Ability to understand and carry out oral and written instructions and produce satisfactory results without immediate supervision.

Skills

*Skill in the use of standard bindery equipment and machinery.

*Good physical condition without serious defect of vision, hearing or members.

*Necessary at Entry

MINIMUM REQUIREMENTS:

High school diploma or equivalent. Successful completion of a four year bookbinder senior apprenticeship or four years of experience in setting up and operating various bindery machines.

REV: 12/95

REV: 10/98

REV: 02/00

REV: 11/01

REV: 08/05